

CHAPTER 7

ENLISTED DISTRIBUTION AND VERIFICATION REPORT, OFFICER DISTRIBUTION CONTROL REPORT, AND DIARY MESSAGE REPORTING SYSTEM

In this chapter, you will read about the Enlisted Distribution and Verification Report (EDVR), the Officer Distribution Control Report (ODCR), and the Diary Message Reporting System (DMRS). All of these are part of the Navy's personnel accounting system and all provide data for the management, assignment, and records maintenance of Navy personnel. These reports enable the Bureau of Naval Personnel (BUPERS) to keep track of manning levels at each activity and the overall manning requirements of the Navy.

The Navy depends on you, the Personnelman (PN), to make certain every document in this reporting system is accurate to the last detail. You have an important role in this system because these reports will impact strongly across all levels of Navy personnel. For example, the information reported on an individual member will have an impact on his or her career. At your activity, the accuracy of the data reported will affect your command's ability to function properly, make wise planning decisions, interact with manning authorities, and justify its budgetary requirements. At BUPERS, the data provided by your command will have an impact on the ability of BUPERS to make proper distribution, promotion, and training decisions in support of the Navy's mission. Can you see how the quality of your work will have an effect on the validity and efficiency of the Navy's overall personnel accounting system?

As a PN, you will be actively involved in the verification of these reports and the submission of data to update them. The information in this chapter is intended to give you an overview of these report systems. Because information changes so rapidly on the EDVR, ODCR, and DMRS, you should always refer to the most current publications or manuals containing official guidelines for updating these reports and submitting message diaries and/or Source Data System (SDS) events.

After studying the information in this chapter, you should be able to explain the meaning and purpose of

the EDVR, identify its various sections, and explain the correct procedures for submitting updated information. You should also recognize the purpose of the ODCR and the procedures you should use for submitting corrections. In addition, you should be able to explain the DMRS and the procedures you should use for reporting various personnel data transactions.

ENLISTED DISTRIBUTION AND VERIFICATION REPORT

The EDVR is a monthly statement of an activity's enlisted personnel account. It lists all individuals assigned to the activity and provides the following information:

- A summary by the distribution community of the present and future manning status of the activity
- A common reference for communicating the activity's manning status between the activity and its manning control authority (MCA)
- A statement of account for verification by the Personnel and Pay Services Unit Identification Code (PPSUIC) activity
- A permanent historical record of the activity's enlisted personnel account

DISTRIBUTION

The EDVR is distributed monthly by the Enlisted Personnel Management Center (EPMAC). EPMAC sends PPSUIC activities such as ships, squadrons, and staffs not serviced by a personnel support activity detachment (PERSUPPDET) one copy of EDVR sections 1 through 12. Additional copies must be reproduced locally.

Source Data System (SDS) activities capable of producing the monthly EDVR facsimile receive one copy of sections 4 through 10 and 12, but not sections 1 through 3 and 11. Sections 1 through 3 and 11 are

available from the local PERSUPPDET (PSD) via the EDVR facsimile. If an activity or PSD requires additional copies, they must reproduce them locally. Activities that do not have the capability to produce the EDVR facsimile locally receive two copies of sections 1 through 4 and one copy of sections 5 through 12. If additional copies are required, they must reproduce them locally.

Commands requiring EDVRs of other activities should request them directly from the activity concerned or from the activity that maintains the account for the activity. EPMAC distributes microfiche copies of the EDVRs of all activities within each MCA's scope of responsibility directly to the MCA.

At the request of the MCA, direct distribution to subordinate commands can be accomplished. Requests to be placed on distribution for microfiche copies of EDVRs should be submitted to EPMAC (Code 30) via the respective MCA. The request must indicate which EDVR sections are desired; for example, sections 1 through 4, 5 through 12, or 1 through 12.

NOTE: Sections 1 through 3 and section 11 are not available on microfiche for SDS activities. The alphabetic listing portion of the EDVR section 3 is not available on microfiche for any activity.

ORGANIZATION

The EDVR consists of 12 sections. As a PN, you should be familiar with these sections and the information they contain. Later in this chapter, you will read about each of these sections. Now, however, let's look at a general summary or overview of the EDVR in terms of the general organization of its sections.

Sections 1 through 3 contain information that has been extracted from the activity's enlisted personnel account because it requires special attention or action by the activity. Sections 1 through 3 also identify future personnel events, thereby helping the activity in the management of its enlisted personnel. An alphabetic listing of all enlisted members assigned to the activity is contained in EDVR section 3. Again, be aware that SDS activities capable of producing the EDVR facsimile do not receive sections 1 through 3 and section 11.

Since the PERSUPPDETs currently produce and verify the EDVR facsimile monthly, sections 1 through 3 are no longer required; however, the alphabetic listing and security data for SDS are available via the alphabetic listing portion of section 3 produced locally

by the SDS site. The PERSUPPDETs also have the Event Tracking Report, the Feedback Data Report, and the File Maintenance Report available to assist in the monthly EDVR facsimile verification.

Section 4 contains the total personnel account of the activity, including those members reflected in sections 1 through 3. EDVR section 5 contains the Personnel status summary.

EDVR section 6 contains the Distribution Navy Enlisted Classification Code (DNEC) Management. Section 7 contains the NEC Billet and Personnel Inventory. EDVR section 8 contains a list of individuals who are qualified in Navy Enlisted Classification Codes (NECs).

EDVR section 9 contains the Diary Message Summary. Section 10 contains the Duty Preference Listing.

EDVR section 11 contains individual security data, pay entry base date (PEBD), time in rate (TIR), advancement effective date, and Force Management (FORMAN) status and action date.

The last EDVR section, section 12, contains a listing of both officer and enlisted personnel in an embarked or temporary additional duty (TAD) status to augment normal manning. This section also contains a listing of units, foreign military, members of other services, and civilians embarked in a ship.

ACCURACY OF THE EDVR

Manning and assignment decisions are based on information contained in the EDVR. Can you see why it is so important for your activity to keep its account up to date and accurate? To do this, you must report personnel events as they occur. Can you also understand why it is so important for your command to correct errors in the EDVR as soon as they are identified?

Errors will often be discovered when the EDVR is being verified for accuracy. You may be the PN assigned to this responsibility. Maybe you have already been involved with maintaining the EDVR. Once you have been involved in maintaining this report, you will definitely understand why it is so important for your command to have a well-maintained EDVR. A properly maintained EDVR is an important personnel management tool.

Whenever you discover errors, take immediate actions to correct them. Each time you discover an error, submit the required documentation for

corrections. Then, make the proper notations in your command's own copy of the EDVR. Keep your notations in this copy until you receive a subsequent copy of the EDVR and can verify that the changes you reported are reflected accurately in the new EDVR. If, after a reasonable period of time (usually 1 to 2 months), you do not see these changes correctly reflected in the current EDVR, send tracers or make telephone calls to inquire about the delay.

The verification procedures outlined in the EDVRMAN are applicable to the PPSUIC activities that report their transactions via the Diary Message Reporting System or the SDS, Increment III, Phase A. EDVR verification procedures for activities with SDS capabilities to produce the EDVR facsimile locally are contained in the SDSPROMAN A40154.

ENLISTED DISTRIBUTION AND VERIFICATION REPORT SECTIONS

Previously, you read about the general organization of the EDVR and a brief summary of each of its sections. Now, you will read about each EDVR section and what it includes. The names and social security numbers have been removed from the EDVR and ODCR samples because of the Privacy Act.

SECTION 1

Refer to figure 7-1, which shows you a sample section 1 of the EDVR. EDVR section 1 lists all members under orders to report to the activity. Within section 1, members are categorized as follows:

- Expired prospective gains
- Current and future prospective gains

Refer to the glossary of this training manual (TRAMAN) for the definition of these categories.

SECTION 2

Refer to figure 7-2, which shows you a sample section 2 of the EDVR. EDVR section 2 displays expired losses, current losses, and losses expected to occur within the next 10 months as a result of transfer directives, expiration of active obligated service (EAOS), projected rotation dates (PRDs), or high-year tenure (HYT). Specific categories within section 2 are as follows:

- Expired prospective losses

- Current prospective losses
- Future prospective losses
- Expired EAOSs
- Current EAOSs
- Future EAOSs
- EAOSs (with extensions) less than PRDs
- Expired and blank PRDs
- Current PRDs
- Future PRDs
- HYTs

Refer to the glossary of this TRAMAN for the definition of these terms.

SECTION 3

Refer to figure 7-3, which shows you a sample section 3 of the EDVR. EDVR section 3 lists members not appearing in EDVR sections 1 and 2 who are on board the activity for temporary duty, members who remain on the activity account in a deserter status, or members who have been administratively dropped from Navy strength accounts. EDVR section 3 also lists alphabetically all members in the activity's personnel account regardless of status.

SECTION 4

Refer to figure 7-4, which shows you a sample section 4 of the EDVR. EDVR section 4 lists all enlisted personnel in the activity's personnel account except for those in a deserter status accounting category code (ACC 109) and personnel who have been administratively dropped from Navy strength accounts (ACC 391 or 393). When a member also appears in EDVR section 1, 2, or 3 (less the alphabetic listing in EDVR section 3), that section number is displayed in column 2 of the EDVR section 4.

SECTION 5

Refer to figure 7-5, which shows you a sample section 5 of the EDVR. EDVR section 5 is a numeric summary of the activity personnel account showing the following information:

- Billets authorized (BAs) during peacetime

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Figure 7-1.—Sample Section 1 of the EDVR.

PERSONAL DATA - - PRIVACY ACT OF 1974

ENL DIST & VERIFICATION REPORT 45254 93-11-02-0121 PPSUIC 20635 PAGE NO. 13 EPMAC-EDVR-1080									
AS 39 MAINT/SUPPORT COMP 45254 93 10 20 1111 93 10 26 2 FNO CINCLANTFLT 6080									
NAME	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME	DATE
SECTION 2									
PROSPECTIVE LOSSES									
CURRENT PROSPECTIVE LOSSES (EDL) ----- ACTION. COMPLY WITH EDVRMAN									
FIC2	IC2	4723	4723	40A108806131124940612		94019012901205PL		931182523	
FIC2	IC2	0000	477595932082082091311	990328		93118811881111PL		931181273	32770
FIC3	IC3	0000	0000000010	89042011	950805	95039002920921PL		931182663	09303
FPH3	JO3	0000	3299	89032011112940319		93098909890904PL		931182153	
FPH2	PH2	0000	00000000K0	88112211112931121		93118904890429PL		931181393	65792
MRM1	RM1	23MZ	00009593	81061911118931121		93118911891109PL		931181303	65368
FSN	SN	0052	1572	91062711	95062624	97029303930327PL		931182873	00188
METCM	ETCM	03633377	33633377	083074101811	950630	93129005911011PL		931180963	42113
FUTURE PROSPECTIVE LOSSES (EDL) ----- ACTION. COMPLY WITH EDVRMAN									
FBM3	BM3	0000	00000000208208710271126931226			931290119111030PL		931282853	31460
MFA	FN	0000	9760	89120911	931208	94099009911210PL		931281453	
MFT1	FT1	11701175131211963022086012311		940531	10	940191119111108PL		931281553	42135
MM2	IM2	0000	00000000	89041711	970415	94018912920106PL		931282593	45252
MM2	IM2	0000	1820	88072911	960726	94028902890211PL		931282433	03362
MM1	MM1	4291	429195935085079093011	950509		93128909890908PL		931282253	42090
MMR1	MR1	44019593440195935085080091011		951030		94019001900126PL		931281463	32779
MMR2	MR2	0000	4402 20	87082111	970620	93128805911216PL		931281473	68316
FRM2	RM2	0000	0000	85100711	951004	95079107910707PL		931282883	42159
FSK3	SK3	0000	00000000A0C2089062711	950513		94039108910814PL		931282443	57023
MSTSCS	STSCS	0422	042295134085073022811	980601		96079207920713PL		93128223F	
MSTS2	STS2	0423	042504230J	85071511	950711	93128703911114PL		931281673	42255
SECTION 2									
PROSPECTIVE LOSSES									
SECTION 2									

Figure 7-2.—Sample section 2 of the EDVR.

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ENL DIST & VERIFICATION REPORT 45254		93-11-02-0121		PPSUIC		20635		PAGE NO. 39		FPMAC-EDVR-1080			
1. ACTIVITY NAME		2. DATE		3. EFFECTIVE DATE		4. EXPIRATION DATE		5. AGENCY		6. REPORTING OFFICE			
AS 39 MAINT/SUPPORT COMP		45254		93 10 26		TTTT		FNO		CINCLANTFLT			
7. NAME		8. SOCIAL SECURITY NUMBER		9. ACTUAL DATE		10. PERSON DATE		11. 2-17 RECS		12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.			
SECTION 3		ALPHA LIST										SECTION 3	
	HT1	HT1	4954492	4954492	10A10R4010511	971219		9706E306930629100					
	EN2	EN2	9591	00009545	83112111	940318		9904 9404 PG		9404B76631	00275		
	BM1	BM1	0000	00000000	10 740923113	941013		95129105910529PL		9409B08022			
	HT3	HT3			921110	96110924		95045304930416100					
	MRFA	MRFA			020916	960915		9803E303930333100					
	EM3	EM3	5342	534250850890626	24950625		9703B302930209100						
	RM1	RM1	23M2	23M2 30840770628	980614		9411B00G321019100						
	MMC	MMC	03653377	03959517308307809011	940111		9603 9402 PG		9402B22531	45587			
	HT2	HT2	4956	4956 10A10R00222	94022124		9602B109910916100			2			
	DM3	DM3	0000	00000000	90081511	940814		9806B306930607100			2		
	MM1	MM1	4245	4262950840	82051011	960101 11	9510 9310 PG		9310B13831	41455			
	TMSN	TMSN	0000	00000000	93061011	970609		9801 9312 PG		9312B29131	01156		
	MR3	MR3		20 890515	970506		9411B911B91118100						
	ETCM	ETCM	03633377	036333773083074101811	950630		9312B005911011PL		9311B09632	421132			
	FPH3	FPH3	0000	3299	8903201112940319		9309B909B90904PL		9311B21532				
	HT2	HT2	4954	4954	880926	980907		9801B903921114100					
	TM1	TM1	0721	072195850083074071211	940331		9308B008B00810PL		9407B08022				
	TMSA	TMSA			920421	960420		9711B211B30901100					
	FSA	SN	0052	9780 ACC10921027	961026		9702B302930225100						
	FTC	FTC	1179	117911754084077092711	970926		9602 9402 PG		9402B27731	31506			
	HT3	HT3	0000	000000000082090032611	940325		9508B008B00817PL		9403B23132				
	HT2	HT2	4954	4954959320	880725	980820		9405B905B905421100			2		
	HT1	HT1	49549593	4954959320	7706181125950326		9703B303930326100						
SECTION 3		ALPHA LIST										SECTION 3	

42NP0018

Figure 7-3.—Sample section 3 of the EDVR.

PERSONAL DATA - - PRIVACY ACT OF 1974

EPMAC EDVR		SECT 5-12 45254		93-11-02-0364		PPSUIC		20835		PAGE NO.		1							
SECTION 05		PERSONNEL STATUS SUMMARY																	
UTC 45254		AS 39 ES LAN MS		MCA L		COMPOSITE SEA/SURFACE/AIR												ACT NMP RULE 90	
RATE NEC	NMP RULE	CUR BA 1193	CUR M+1 1193	P-9 M+1 0894	P-9 BA 0894	P-9 NMP 0894	COB 1193	POB1 1293	POB2 0194	POB3 0294	POB4 0394	POB5 0494	POB6 0594	POB7 0694	POB8 0794	POB9 C894	N RON 0894	P RON 0894	A RON 0894
AN	90	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
A03							2	2	2	1									
BMC	90	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
EM1	90	5	5	5	5	6	6	6	6	7	7	7	7	6	6	6			
BM2	90	6	6	6	6	4	5	5	5	5	5	4	4	4	4	4			1-
BM3	90	16	17	17	16	9	12	9	9	9	9	9	9	9	9	9			5-
BMSN	90					2	3	2	2	2	2	2	2	2	2	2			6-
TOT		28	29	29	28	22	27	23	23	24	24	23	23	22	22	22			
DCC	90						1	1	1	1	1	1	1	1	1	1			
DC1	90	1	1	1	1	1	2	2	1	1	1	1	1	1	1	1		1	
DC2	90	2	2	2	2	2	1	1	1	1	1	1	1	1	1	1			
DC3	90	1	1	1	1	1												1-	
DCFN	90					1	1	1	1	1	1	1	1	1	1	1			
TOT			4	4	4	4	5	5	4	4	4	4	4	4	4	4			
DM1	90	1	1	1	1	1	1	1	1	1	1	1							
DM2	90	1	1	1	1	1												1-	
DM3	90	1	1	1	1	1												1-	
TOT			3	3	3	2	1	1	1	1	1	1					2-		1-
EMCM	90	1	1	1	1	1													
EMCS	90	1	1	1	1	1												1-	
EMC	90	5	5	5	5	6	4	4	5	5	5	5	5	5	5	5		1-	
EM1	90	15	15	15	15	17	11	11	10	12	12	12	12	13	12	9		1-	
EM2	90	19	21	21	19	19	13	13	13	14	14	14	14	14	14	13		8-	
EM3	90	16	19	21	19	21	13	15	13	15	15	14	13	12	12	12		6-	
EMFN	90	4	9	9	5	5	8	9	9	10	8	8	7	7	7	7		7-	
TOT		61	71	73	65	70	49	52	50	56	54	53	51	51	50	46	24-		

RATE NEC	NMP RULE	CUR BA 1193	CUR M+1 1:93	P-9 M+1 0894	P-9 BA 0894	P-9 NMP 0894	COB 1193	POB1 1293	POB2 0194	POB3 0294	POB4 0394	POB5 0494	POB6 0594	POB7 0694	POB8 0794	POB9 C894	N RON 0894	P RON 0894	A RON 0894
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Figure 7-5.—Sample section 5 of the EDVR.

- BAs for M-day (mobilization and/or wartime) plus 1 month (M+1)
- Navy Manning Plan (NMP)
- Summary of members on board and projected on board (POB)

Each page of this report contains the title of the section and activity information. The activity information shown is the unit identification code (UIC), the activity name, and composite (sea, shore, and/or submarine).

SECTION 6

Refer to figure 7-6, which shows you a sample section 6 of the EDVR. EDVR section 6 is the DNEC Management section. The DNEC is a distribution tool used to match an individual's NECs, as displayed in the Manpower and Personnel Management Information System (MAPMIS) Enlisted Master Record (EMR), to a command's authorization for an NEC. Dual NEC requirements are treated as a single entity in the NEC accounting procedure.

SECTION 7

Refer to figure 7-7, which shows you a sample section 7 of the EDVR. EDVR section 7 is a listing of NECs by rating for which the activity has billets authorized and reflects the totals for personnel distributed from the current month through 9 months in the future.

SECTION 8

Refer to figure 7-8, which shows you a sample section 8 of the EDVR. EDVR section 8 lists all personnel on board who have NECs. This file will show only the five NECs currently listed in the MAPMIS EMR and the current DNEC assignments.

SECTION 9

Refer to figure 7-9, which shows you a sample section 9 of the EDVR. EDVR section 9 is mailed with the EDVR each month for every UIC that is in an active status. Section 9 lists the name, social security number (SSN), rank or rate, transaction code (TAC), change description, date of occurrence, and date-time group of each officer and enlisted transaction that was reported for that UIC during the month. Transactions that

contained errors may not be listed because they were rejected for research by EPMAC.)

If your activity is charged with personnel accounting responsibility, section 9 will also contain a list of all date-time groups of the messages received by EPMAC during the month and any messages from the previous month that were received after that month's cut date. An enlisted cut date for each month (for DMRS messages to arrive in EPMAC) is established before the EDVR is printed. Transactions submitted after each month's cut date are not reflected until the next EDVR.

SECTION 10

Refer to figure 7-10, which shows you a sample section 10 of the EDVR. EDVR section 10 is in four parts and reflects the encoded duty preferences, as recorded in the BUPERS database. Section 10 is intended strictly for verification purposes. It reflects duty preferences recorded within BUPERS and should be reviewed to verify that they are the duty preferences submitted by the member. A new Enlisted Duty Preferences, NAVPERS 1306/63, should be submitted if the recorded duty preferences are incorrect or if new duty preferences are desired by the member. Not all activities receive this section every month. Additionally, this section is mailed only when BUPERS has furnished EPMAC with duty-preference information.

SECTION 11

Refer to figure 7-11, which shows you a sample section 11 of the EDVR. EDVR section 11 displays security, citizenship, involuntary extension months, PEBDs, TIRs, advancement effective dates, and Force Management (FORMAN) status and action date. If any portion of the security data on an individual changes from the previous EDVR, an asterisk will appear immediately after the grant date as a "flag" to verify the changed information. If any of the other items in this section has changed from the previous EDVR, an asterisk appears immediately after the information that changed.

EDVR section 11 is not distributed to activities under the SDS that have the capability to produce the monthly EDVR facsimile.

PERSONAL DATA - - PRIVACY ACT OF 1974

EPMAC EDVR		SECT 5-12 45254		93-10-31-0384		PPSUIC		20635		PAGE NO.		2			
SECTION 06		*CNO BILLETS AUTHORIZED REVISION NUMBER 1111 DATED 93-10-20 * * *												SECTION 06	
UIC 45254		AS 39 ES LAN MSC MCA L													
DIST COMM	RATE ABBR	CNO RA	NEC	NEC	FAC	P1 1293	P2 0194	P3 0294	P4 0394	P5 0494	P6 0594	P7 0694	P8 0794	P9 0894	EFF DATE
	EM2	2	0000	9581		2	2	2	2	2	2	2	2	2	
	EM3	3	0000	9581		3	3	3	3	3	3	3	3	3	
	EM3	2	0000	0000		2	2	2	2	2	2	2	2	2	
	EM3	2	0000	9591	D	2	2	2	2	2	2	2	2	2	
	EM3	6	4615	9593	D	6	6	6	6	6	6	6	6	6	
	EM3	3	0000	0000	D	3	3	3	3	4	4	4	4	4	
	EMFN		0000	0000	UA					1	1	1	1	1	
	EMFN	3	0000	0000	D	3	3	3	3	3	3	3	3	3	
	EMFN	1	0000	0000		1	1	1	1	1	1	1	1	1	
TOTAL						61	61	61	61	65	65	65	65	65	
	ENC	1	0000	4331	D	1	1	1	1	1	1	1	1	1	
	ENC	1	4331	9593	D	1	1	1	1	1	1	1	1	1	
	ENC	1	0000	9593	D	1	1	1	1	1	1	1	1	1	
	ENC	2	4314	9593	D	2	2	2	2	2	2	2	2	2	
	EN1	1	4331	9593	D	1	1	1	1	1	1	1	1	1	
	EN1	1	0000	9511	D	1	1	1	1	1	1	1	1	1	
	EN1	1	4310	9593	D	1	1	1	1	1	1	1	1	1	
	EN1	1	4335	9593	D	1	1	1	1	1	1	1	1	1	
	EN1	1	0000	9591	D	1	1	1	1	1	1	1	1	1	
	EN1	1	0000	4331	D	1	1	1	1	1	1	1	1	1	
	EN1	1	4333	9593	D	1	1	1	1	1	1	1	1	1	
	EN1	1	0000	9593	D	1	1	1	1	1	1	1	1	1	
	EN2	1	4310	9593	D	1	1	1	1	1	1	1	1	1	
	EN2	1	4335	9593	D	1	1	1	1	1	1	1	1	1	
	EN2	6	0000	9593	D	6	6	6	6	6	6	6	6	6	
	EN2	1	4333	9593	D	1	1	1	1	1	1	1	1	1	
	EN2	5	0000	0000	D	5	5	5	5	6	6	6	6	6	
	EN3	11	0000	0000	D	11	11	11	11	11	11	11	11	11	
	EN3	1	0000	9591	D	1	1	1	1	3	3	3	3	3	
TOTAL						39	39	39	39	42	42	42	42	42	
	ETCS	1	0000	14HB	Z	1	1	1	1	1	1	1	1	1	
	ETC	1	0000	9503		1	1	1	1	1	1	1	1	1	
	ETC	1	0000	9533	D	1	1	1	1	1	1	1	1	1	
	ETC	2	0000	9593		2	2	2	2	2	2	2	2	2	
	ET1	1	3349	9591		1	1	1	1	1	1	1	1	1	
	ET1	3	0000	9593		3	3	3	3	3	3	3	3	3	
	ET1	2	14EB	9593	Z	2	2	2	2	2	2	2	2	2	
	ET1	1	0000	9597		1	1	1	1	1	1	1	1	1	
	ET1	1	1588	9593	D	1	1	1	1	1	1	1	1	1	

Figure 7-6.—Sample section 6 of the EDVR.

PERSONAL DATA - - PRIVACY ACT OF 1974

EPMAC EDVR		SECT 5-12 45254		93 11 02 0364		PPSUIC		20635		PAGE NO.		1			
SECTION 07				NEC BILLET/PERSONNEL INVENTORY										SECTION 07	
UIC 45254 AS 39 ES LAN MSC MCA L															
DIST	RATE	NEC	NEC	CUR	P-9	POB1	POB2	POB3	POB4	POB5	POB6	POB7	POB8	POB9	PCT
COMM	ABBR	DNEC	DNEC	1193	BA 0894	1293	0194	0294	0394	0494	0594	0694	0794	0894	P98A/ POB9
0052	SN	0000	0052			7	6	6	6	6	6	6	6	6	
0072	FN	0000	0072			28	28	27	27	27	27	27	27	27	
3355	MM2	0000	3355			1	1	1	1	1	1	1	1	1	
3364	EMCM	0000	3364			1	1	1	1	1	1	1	1	1	
3364	EMC	0000	3364	1	1										0
3364	EMI	0000	3364	1	1										0
TOTAL				2	2	1	1	1	1	1	1	1	1	1	50
3365	MMC	0000	3365	2	2										0
3365	MNI	0000	3365	1	1	1	1	1	1	1	1	1	1	1	100
TOTAL				3	3	1	1	1	1	1	1	1	1	1	33
3366	MM1	0000	3366			1	1	1	1	1	1	1	1	1	
5341	BMCM	0000	5341			1	1	1	1	1	1	1	1	1	
5341	HTC	0000	5341	1	1										0
TOTAL				1	1	1	1	1	1	1	1	1	1	1	100
5342	BM1	0000	5342	1	1	1	1	1	1	1	1	1	1	1	100
5342	EMC	0000	5342			1	1	1	1	1	1	1	1	1	
5342	EM1	0000	5342			1	1	1	1	1	1	1	1	1	
5342	EM2	0000	5342	1	1										0
5342	EM3	0000	5342			1	1	1	1	1	1	1	1	1	
5342	ENC	0000	5342			1	1	1	1	1	1	1	1	1	
5342	EN1	0000	5342	1	1	1	1	1	1	1	1	1	1	1	100
5342	EN2	0000	5342	1	1	1	1	1	1	1	1	1	1	1	0
5342	HT1	0000	5342	3	3	2	2	2	2	2	2	2	2	2	66
5342	HT2	0000	5342	1	1	2	2	2	2	2	2	2	2	2	200
5342	MM2	0000	5342	1	1										0
TOTAL				9	9	11	11	11	10	10	10	10	10	10	111
5343	BM2	0000	5343	1	1										0
5343	BT2	0000	5343			1	1	1	1	1					
5343	EM2	0000	5343			1	1	1	1	1	1	1	1	1	
5343	EN3	0000	5343			2	2	2	2	2	2	2	2	2	
5343	EMFN	0000	5343			1	1	1	1	1	1	1	1	1	
5343	FN2	0000	5343	1	1										0
5343	EN3	0000	5343			1	1								
5343	HT1	0000	5343	1	1										0
5343	HT2	0000	5343	5	5										0
5343	HT3	0000	5343			1	1	1	1	1	1	1	1	1	
5343	HTFN	0000	5343			1	1	1	1	1	1	1	1	1	
5343	TM2	0000	5343			1	1	1	1	1	1	1	1	1	
TOTAL				8	8	9	9	8	8	8	7	7	7	6	75

Figure 7-7.—Sample section 7 of the EDVR.

PERSONAL DATA - - PRIVACY ACT OF 1974

EPMAC EDVR SECT 5-12 45254 93-11-02-0364 PPSUIC 20635 PAGE NO. 1													
SECTION 08 ***** NEC INVENTORY SECTION ***** SECTION 08													
ACT	NAME		DNEC	DNEC	PNEC	SNEC	NEC3	NEC4	NEC5	DUTY	DATE	EDA/	PRD
RATE			1	2						STAT	RECD	EDL	
AN			0000		9760					100	921110		9611
TOTAL RCN	1												
A03			0000		6899	9594				PL	900423	9402	9504
A03			0000		6899					PL	900531	9403	9405
TOTAL RCN	2												
BMC			0110		0161					100	930430		9705
BM1			0110		0164					PG	9402	9402	9612
BM1			0110		0000	9545				PG	9403	9403	9809
BM1			0000		0164					100	890923		9403
BM1			0000		0161	0164				100	930331		9501
BM2			0000		0164					100	921008		9512
BM2			0000		0164					100	930728		9404
BM3			0000		0164					100	930624		9703
BMSN			0000		0199					100	930923		9509
BMCN			5341		0000	5341	9502			100	930428		9606
BM1			5342		0000	5342				100	930112		9503
TOTAL RCN	11												
BT2			5343		0000	5343				100	920417		9405
TOTAL RCN	1												
DCC					0000	5342				100	930501		9805
TOTAL RCN	1												
DM1			0000		0000	9593				100	910405		9405
TOTAL RCN	1												
EMC			9511		4621	4615				100	930131		9705
EMC			4621		4666	9593				PG	9401	9401	9702
EMC			4614		0000	9506				100	921016		9412
EMC			4621		4621	9588	9593	4616	9502	100	910329		9508
EM1			4621		0000	9502				PG	9402	9402	9601
EM1			0000		4621	4615				PL	901128	9401	9412
EM1			4621		4621	4615	9502			100	921030		9811
EM1			0000		4614	4626	4621	4615		100	910816		9506
EM1			4614		4615					100	930630		9606
EM1			0000		0000	9593	9591			100	930608		9408
EM1			4621		4613					PG	9402	9402	9502
EM1			0000		4621	4626	9502			100	910325		9408
EM1			0000		4666	9593				100	910211		9408

42NP0023

Figure 7-8.—Sample section 8 of the EDVR.

PERSONAL DATA - - PRIVACY ACT OF 1974

EPMAC EDVR		SECT 5-12 45254		10-26-93-0364		FPSUIC		20635		PAGE NO. 1	
SECTION 09 OFF/ENL DIARY MESSAGE SUMMARY SECTION 09											
NAME	RANK	TAC	CHANGE	DESCRIPTION		OCCUR	DTG				
	MR1	630	931031		62688	931001	042200Z OCT 93				
	MR3	200	100	920132002	YYY MR3	930927	292200Z SEP 93				
	FR	200	100	931031155	YYY FR	931001	EPMACRE OCT 93				
	EM1	355	009309183364			930918	272200Z SEP 93				
	EM1	200	100	890745587	B20 EM1	930918	242200Z SEP 93				
	HT1	200	100	890920070	B20 HT1	930914	212200Z SEP 93				
	PM2	200	100	910545248	R30 PM2	930913	212200Z SEP 93				
	MM2	404	003811			931008	122200Z OCT 93				
	EN3	200	100	901045255	YYY EN3	931003	082200Z OCT 93				
AVAL.	.1425,DP,000,271193,45254/					ET3	2063545254082200Z OCT 93				
SHOP,	1,FNO,FNO,FNO,GDTY,GDTY,GDTY,45254/						2063545254082200Z OCT 93				
	IC3	200	100	900805150	YYY IC3	930910	242200Z SEP 93				
	HT1	630	931106		32732	931001	042200Z OCT 93				
	HT1	RN1	411310000001202KHCR1	HT1		931008	EPMACRE OCT 93				
	MRFA	942	MBK 4			930921	272200Z SEP 93				
	TM2	670	931004		32002	931004	062200Z OCT 93				
	ET3	328	ET3 053	9308119107019		930811	042200Z OCT 93				
	MMCS	355	009308053396			930805	222200Z SEP 93				
	MMCS	200	100	890145587	B50 MMCS	930920	212200Z SEP 93				
	PM1	404	000211			930930	042200Z OCT 93				
	PM1	630	931108		09047	930930	052200Z OCT 93				
SHOP,	1,FNO,FNO,FNO,GDTY,GDTY,GDTY,45254/						2063545254292200Z SEP 93				
AVAL,	.0000,DP,000,181093,45254/					SN	2063545254292200Z SEP 93				
	EM2	200	100	930942223	B40 EM2	930915	212200Z SEP 93				
	HT1	200	100	881003359	YYY HT1	930918	242200Z SEP 93				
	L13	200	100	910645248	YYY L13	930915	212200Z SEP 93				
	BMSN	200	100	930932770	C10 BMSN	930923	292200Z SEP 93				
AVAL,	.0000,DP,000,301293,45254/					EM3	2063545254292200Z SEP 93				
SHOP,	1,FNO,FNO,FNO,GDTY,GDTY,GDTY,45254/						2063545254292200Z SEP 93				
	MM2	355	009309133356			930913	062200Z OCT 93				
	MM2	200	100	900846587	YYY MM2	930913	212200Z SEP 93				
	FM	942	MBK 4			930912	212200Z SEP 93				
	MR2	630	931110		32770	931011	122200Z OCT 93				
SHOP,	1,FNO,FNO,FNO,GDTY,GDTY,GDTY,45254/					RM2	2063545254052200Z OCT 93				
AVAL,	.2342,DP,000,281293,45254/						2063545254052200Z OCT 93				
	FR	200	100	931030646	YYY FR	931002	082200Z OCT 93				
	ET3	200	100	900820070	C20 ET3	930914	242200Z SEP 93				
	MR3	200	100	930932732	B20 MR3	930917	212200Z SEP 93				
	MR2	200	100	900332732	A10 MR2	930913	212200Z SEP 93				
	EM1	RN1	411310000004003KHCR1	BM1		930923	052200Z OCT 93				
	HT1	406	0013			930929	292200Z SEP 93				

Figure 7-9.—Sample section 9 of the EDVR.

PERSONAL DATA - - PRIVACY ACT OF 1974

NAME	SSN	RATE	SHORE PREFS DUTY/LOCALITIES	OSEA PREFS DUTY/LOCALITIES	SEA PREFS SHIP/HOME PORTS	SCOL PREF / CAREER INT	PRIMARY DEP QUARTERS <5-11-12>	REMARKS LAST DEPLOY 1ST 10 CHARACTER
ET1	GOTY	PRI -1- -2- -3-	MGR LMD FNO	3 CVO ENG NEW	2 FNO GJK GUK	X/RE	M F PRES H R OTH LOC	REQUEST TO BE STA TIONED WITH SPOUSE (AREA). WIL EXTEND FOR ET CUDIXS SCHOOL.
UIC 45254	GOTY						MARITAL M SPOS LOC GRE HME	
SUBMIT DATE 8804	GOTY						SEC DEP	
LANG1 CODE	LIST	READ	SPEAK	WRITE	LANG2 CODE	LIST	READ SPEAK WRITE	
TM3	GOTY	PRI -1- -2- -3-	MGR LMD FNO	3 CVO ENG NEW	2 FNO GJK GUK	X/RE	M F PRES OTH LOC HME	
UIC 45254	GOTY						MARITAL M SPOS LOC GRE HME	
SUBMIT DATE	GOTY						SEC DEP	
LANG1 CODE	LIST	READ	SPEAK	WRITE	LANG2 CODE	LIST	READ SPEAK WRITE	
EN3	NAS	PRI -1- -2- -3-	GME CBD KSD	2 QTH JAA GRE	3 PUR GER MOR	X/RE	M F PRES G OTH LOC HME	910201CARB
UIC 45254	AFPD	L	NSTA CSTO T	INST T	CSTA		MARITAL S SPOS LOC SEC DEP	
SUBMIT DATE 9105	NTC							
LANG1 CODE	LIST	READ	SPEAK	WRITE	LANG2 CODE	LIST	READ SPEAK WRITE	
HT1	TRF	PRI -1- -2- -3-	GKB GMY FNO	3 PUR IGA AUS	1 FNO FNO GMY	X/RE	M F PRES G OTH LOC HME OB	8712037FLT request to go to ea going command that is a co batant when transferred from resent command dependent son s emotionally handicapped.
UIC 45254	NSTA	L	GDTY GDTY L	CGN -	CGN		MARITAL M SPOS LOC FNO HME	
SUBMIT DATE 9306	NSTA						SEC DEP	
LANG1 CODE	LIST	READ	SPEAK	WRITE	LANG2 CODE	LIST	READ SPEAK WRITE	
MR2	GOTY	PRI -1- -2- -3-	GKB GMY FNO	3 PUR IGA AUS	1 FNO FNO GMY	X/RE	M F PRES OTH LOC HME	
UIC 45254	GOTY						MARITAL SPOS LOC SEC DEP	
SUBMIT DATE	GOTY							
LANG1 CODE	LIST	READ	SPEAK	WRITE	LANG2 CODE	LIST	READ SPEAK WRITE	
EM3	GOTY	PRI -1- -2- -3-	GKB GMY FNO	3 PUR IGA AUS	1 FNO FNO GMY	X/RE	M F PRES OTH LOC HME	
UIC 45254	GOTY						MARITAL SPOS LOC SEC DEP	
SUBMIT DATE AVAL	GOTY							
LANG1 CODE	LIST	READ	SPEAK	WRITE	LANG2 CODE	LIST	READ SPEAK WRITE	

Figure 7-10.—Sample section 10 of the EDVR.

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EPMAC EDVR		SECT 5-12 45254		19-93-10-0364		PPSUIC		20635		PAGE NO. 1			
SECTION 11		* * * SECURITY/DATA VALIDATION SECTION * * *										SECTION 11	
NAME	SSN	RATE	TYP	INVEST DATE	ELIG	AUTH	GRANT DATE	CITZ	EXT	INVOL PEBD	TIR	ADVANCE EFF DTE	ENCORE STAT DATE
HT1	1	830512	S			C	931014	CA		830407	920701	921016	
EN2	1	830919	S				900703	CA		830815	870701	871216	
BM1	U						870701	CD		740923	850101	850516	
HT3	1	930104	S			C	930924	CA		921110	930101	930402	
MRFA	1	920121	S			Q	921008	CA		920916	930601	930616	
EM3	1	880720	S			C	930318	CA		890626	900101	900629	
RM1	5	831213	T			4	921109	CA		761221	880101	880616	
MMC	1	780124	S				910312	CA		771210	860901	870816	
HT2	1	891211	S			C	911121	CA		900222	920101	920416	
OM3	1	900525	S			C	930929	CA		900815	930701	931016	5 930909
MM1	1	810818	S				900827	CA		810820	910701	911216	
SR	1	921002	S				921002	CA		930610	930610	930610	
MR3	1	890626	S			C	911101	CA		890515	910101	910416	2 930520
ETCM	1	741129	S			C	920204	CA		740918	910701	911116	
PH3	1	880526	S			C	900109	CA		890320	900701	901216	7 930722
HT2	1	881006	S			C	931006	CA		880926	920101	920616	2 930604
TM1	4	860725	T			S	901003	CA		740425	810101	810516	
IMSA	1	910924	S			Q	910924	CA		920421	930201	930216	
SA	1	921026	J			J	921104	CA		921027	930801	930816	
FTC	G	900530	T				920826	CD		770526	910901	911116	
HT3	2	900620	S			C	911210	CA		900326	920701	920916	
HT2	1	880212	S			Q	870701	CA		880725	920701	920816	2 930607
HT1	1	761201	S			4	930426	CA		760830	840701	841216	
YN3	1	910220	S			C	920123	CA		910806	920101	920417	
FTC	4	780825	T			S	910719	CA		780501	910901	911216	
MM1	1	820104	S			C	931015	CA		841107	910101	910416	
HT3	1	891128	S			C	920422	CA		900104	930101	930416	
MR2	5	871207	T			C	921102	CA		870821	900701	901216	
HT2	1	891101	S				891101	CA		900712	920701	921016	7 930618
HTFN	1	900831	S				920421	CA		910717	930101	930116	
ET1	1	810721	S			C	930317	CA		810608	910701	910716	
FR	1	930129	S			Q	930129	CA		930325	930325	930325	
IC1	2	860811	S			4	930405	CA		801022	880101	880616	
MR1	1	781018	S				870701	CA		790603	890701	900306	
MR3	1	910201	S			Q	910201	CA		910402	930101	930616	
MMC	1	741204	S			4	930601	CA		741031	880901	881216	
TM5A	1	911122	S				911122	CA		920713	930401	930416	
HT2	1	760820	S			C	920513	CA		761113	920724	920724	
FR	1	930525	S			Q	930525	CA		930614	930614	930614	
ETC	4	870508	T			C	930311	CA		680919	850901	851116	
EN2	U						870701	CA		851029	890101	890116	
HT1	1	811229	S				911118	CA		811109	900101	900216	
RMCS	J	920608	T			C	931005	CA		700616	910701	910716	
HT3	1	911101	S			C	921106	CA		920724	930101	930316	
TM1	4	900426	T			S	920204	CA		760729	830701	831216	
ENFN	1	901026	S			C	910528	CA		900627	921201	921216	1 931020
OM2	1	851017	S			C	930526	CA		850519	890701	891216	9 930614
ET2	1	881212	S			C	911126	CA		890801	930701	930701	

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Figure 7-11.—Sample section 11 of the EDVR.

SECTION 12

EDVR section 12 (fig. 7-12) is a report of all officer and enlisted personnel who are absent on sailing, embarked, or assigned to the activity for TAD to augment normal manning. EDVR section 12 also contains a listing of units, foreign military, members of other services, and civilians embarked in a ship.

Section 12 is updated from information submitted by the activity via DMRS transactions. Strict adherence to the verification requirements of this report is essential. Remember, this information is used by personnel managers who need to be able to determine quickly nonship's company and units embarked, personnel assigned TAD to augment normal manning, and ship's company personnel who are absent when ships or units get under way.

MAINTENANCE OF THE EDVR

You have read how the EDVR is a valuable asset to personnel managers at every activity. An up-to-date EDVR provides a single document with which activity personnel managers can discuss manning posture with placement authorities. But, the EDVR can be a valuable management tool only if it is maintained properly. For this reason, the EDVR should be updated daily. If you are the PN assigned to this job, make certain you post the changes as they occur. Daily posting not only helps to keep your command's EDVR up to date but also substantially reduces the time you and other personnel will spend in the monthly verification of this report.

VERIFICATION OF THE EDVR

Along with other assigned personnel at your command, you may be tasked with verifying both the EDVR and the ODCR. The verification of these documents must be accomplished within the month your command receives them. Your command must then report compliance with verification requirements and submit a memorandum (MEMO) transaction via the DMRS.

CORRECTION OF INFORMATION CONTAINED IN THE EDVR

When you are in the process of making corrections to information contained in the EDVR, make sure you refer to the MAPMIS Decision Logic Table contained in section 15 of the Enlisted Distribution and

Verification Report Users' Manual (EDVRMAN), Document No. 1080#4 UM-01.

As a PN, you will be expected to acquire a certain level of expertise in the EDVR. Be aware that the information you have read in this chapter on the EDVR is only partial. For additional information you should review the EDVRMAN. If you need additional help in understanding the EDVRMAN or the information presented in this chapter, you should check with a senior PN. He or she will be glad to assist you and explain any information you may not understand

OFFICER DISTRIBUTION CONTROL REPORT

BUPERS prepares an ODCR for each naval activity with officer billets authorized or officers on board in a temporary duty status. Officer billet and assignment information in the ODCR represents the computer data bank input by the Chief of Naval Operation (CNO); BUPERS; Defense Finance and Accounting Service (DFAS)-Cleveland Center, Cleveland, Ohio; EPMAc; SDS; and various other sources. Figure 7-13 shows you a sample ODCR.

Monthly, BUPERS prepares the ODCR as a statement of account for pertinent Navy activities. The ODCR provides each activity with a routine system for verifying information contained in the MAPMIS officer personnel data bank. It also provides BUPERS with information needed by BUPERS to determine and evaluate officer personnel requirements.

The validity of the ODCR information depends on the timely submission of accurate data to BUPERS through the DMRS, SDS, and other pertinent reporting systems. Each activity should review its ODCR thoroughly on receipt and correct all discrepancies by using instructions provided in enclosure (2) of the *Format and Procedures for Validating the Officer Distribution Control Report (ODCR)*, BUPERSINST 1301.40.

Two copies of the ODCR are distributed to your activity monthly. Commands requiring ODCRs of other activities should request them directly from the activity concerned. BUPERS distributes microfiche copies of appropriate ODCRs to the unit level via the type commanders.

To ensure timely receipt of the ODCR, each activity's current activity mailing address must be on file. If your command's mailing address changes or needs correction, your command should notify

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SECTION 12 ** TAD/EMBARKED PERSONNEL ** SECTION 12

 -- URGENT ACTION IS REQUIRED IF BELOW LISTING IS NOT ACCURATE --

THE BELOW ACTIVITIES AND/OR PERSONNEL ARE CONTAINED IN THE TAD/EMBARKED MONITOR FILE BASED ON TRANSACTIONS SUBMITTED IN THE DIARY MESSAGE REPORTING SYSTEM (DMRS). INFORMATION IN THE FILES IS PROVIDED TO YOUR TYCOM AND MCA VIA ON-LINE TRANSACTION SYSTEMS.

REQUEST THAT YOU VERIFY THE BELOW LISTING AGAINST YOUR FILES. IF ACTIVITIES AND/OR PERSONNEL LISTED ARE NO LONGER EMBARKED, SUBMIT APPROPRIATE DEBARKED TRANSACTIONS PER FORMATS AND SAMPLES IN SECTION 13 OF THE DMRSMAN. FOR "ATAD" PERSONNEL, REVIEW THE ESTIMATED STOP DATE OF ATAD MEMBERS. IF APPROPRIATE, SUBMIT "CTAD" OR "CTAD" TAC PER SECTION 13 OF THE DMRSMAN. EXPIRED ESTIMATED STOP DATES ARE FLAGGED WITH THREE ASTERISKS (***) IN THE EXPIRED STATUS COLUMN AND MUST BE CORRECTED.

KEEP IN MIND, THIS LIST REPRESENTS MEMBERS' STATUS AS OF THIS REPORT'S DATE. IF YOU HAVE ALREADY SUBMITTED TRANSACTIONS AFTER THIS REPORT'S DATE, THERE IS NO NEED TO RESUBMIT.

QUESTIONS REGARDING THIS REPORT SHOULD BE DIRECTED TO EPMAC CODE 3111, AUTOVON 363-1642, COMMERCIAL (504) 948-1642.

STATUS	SSN	NAME	RANK OR RATE	UIC	DATE OF OCCUR	TAD EST STOP DATE	REA	EXPIRED STATUS FLAG	REMARKS
EMBV		AS 39 ES LAN MSC			890301				EMB IN AS 39 E S LAND
MEMB USN			MM3	13867	930621				

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Figure 7-12.—Sample section 12 of the EDVR.

ACTIVITY NAME		ACTIVITY CODE	MANP	ACTIVITY SPONSOR	TRANSACTION NUMBER	DATE	DATE OF REPORT	RUN DATE	PAGE	DEST CODE	AMC
PERSUPPACT PENSACOLA		3053 0018 00	2053	UNKNOWN	MECCOV	930820	931109	11/09/93	10766	443 AODC	SX
66609 UIC DALET SOURCE CODE DALET TITLE OFFICER'S NAME SOCIAL SECURITY NUMBER											
DALET SOURCE CODE	DALET TITLE	DALET DESIG	DALET DESIG	DALET DESIG	DALET DESIG	DALET DESIG	DALET DESIG	DALET DESIG	DALET DESIG	DALET DESIG	DALET DESIG
00100	CO SHR ACTY/ADDU TO 91400/	1000 H	9421	8410	001 001	8709RG	8808	8707	870723	8907	100870723
00200	XO SHR ACTY	6410 J	9436	8209	001 001	8708RG	8710	8706	870411	8812	100870411
00200	XO SHR ACTY	6410 J	9436	8809	001 001	8701RG	8801	8812	8901	9201	10088901
00300	ADMIN OFFICER	1000 J	2615	8710	001 001	8708RG	8712	8712	871231	8912	1008871231
00400	DIRECTOR MIL PAY	7510 J	1045	8811	001 001	8709RG	8802	8811	9111	10088811	10088811
00500	DIRECTOR ADP SYSTEMS	1000 K	3965	8504	001 001	8701RG	8802	8802	880201	9102	1008880201
00620	DIRECTOR MILITARY PERSONNEL	1000 K	3965	8705	001 001	8803RG	8807	8807	880729	9108	1008880729
00650	LEGAL/AST ADMIN OFF ALLOWANCE	1000 K	3415	8603	001 001	8802RG	8807	8810	881027	9111	1008881027
PROJECTED ROTATION DATE IS TENTATIVE - SUBJECT TO CHANGE - PLANNING AND ONLY											
NO OF COPIES											

Figure 7-13.—Sample officer distribution control report (ODCR).

EPMAC, Code 31, by message, stating all particulars. Make sure the message includes the UIC in the text. If your activity fails to receive an ODCR after verifying its current address with EPMAC, it should notify the Officer Data Research Section (PERS 1024D) by message stating all particulars. Make sure the message includes your command's UIC, Personnel and Pay Services Unit Identification Code (PPSUIC), if appropriate, and the name and SSN of at least one officer attached to your command.

DIARY MESSAGE REPORTING SYSTEM

In this section, you will get an overview of the DMRS. You will also learn about some general instructions and criteria for using this system.

PURPOSE OF THE DMRS

The purpose of the DMRS is to provide authorized activities a way to submit officer and enlisted transactions in coded format on naval messages. The DMRS reduces preparation time and eliminates mailing delays so that we can have more accurate personnel management and manpower information.

SECURITY OF DMRS DATA

The data generated and processed by the DMRS relates to information regarding individual service members. Use of the DMRS creates sensitive, unclassified Privacy Act data that must be protected. Thus, the safeguards listed in the Privacy Act of 1974 must be observed. EPMAC acknowledges that the DMRS operates at an acceptable level of risk but it also certifies that it has adequately protected this system.

DIARY MESSAGE REPORTING SYSTEM USERS' MANUAL

All activities must use the DMRS transaction formats in the *Diary Message Reporting System Users' Manual* (DMRSMAN), EPMAC, Document No. 1080#1 UM-01A, to prepare and submit messages. This manual provides official guidance on submitting officer and enlisted transactions in coded format. It also allows transactions for multiple UICs to be reported in a single message. The DMRSMAN must be used in conjunction with the other publications listed in section 1 of the DMRSMAN.

SUBMISSION OF DMRS MESSAGES

DMRS messages are designed for machine processing. ADMRS message should be transmitted no later than the next normal workday following the occurrence of the event being reported. Events occurring on weekends or holiday periods must be submitted the next working day immediately following that weekend or holiday period. All DMRS messages are unclassified and must be transmitted to EPMAC DIARY NEW ORLEANS LA//31//. Your command should not send DMRS messages to BUPERS unless it is specifically directed by BUPERS to do so.

PERSONAL COMPUTER DIARY MESSAGE REPORTING SYSTEM

The Personal Computer Diary Message Reporting System (PCDMRS) was developed by the Information Center Division Information Systems Department, EPMAC. It is a personal computer (PC) based program designed to reduce preparation time and format errors in transactions prepared for submission under the DMRS. The PCDMRS is available to all PPSUIC activities that have PC capability, a message generating system, and an output media acceptable to their local communications facility for transmitting naval messages. Any activity designated as a PPSUIC activity may request authority from EPMAC, Code 31, to use the PCDMRS.

TRANSACTION CODES

The TACs are alphabetical and/or numerical ways of identifying and controlling transactions. The DMRSMAN provides the information your command will need to convert events into a coded format and report them via DMRS. For example, TAC 200 is a numerical code that says *Received For* and is easily processed by a computer. Including the ACC with the 200 identifies the reason for receipt. For example, ACC 100 is *For Duty*.

SUBMISSION VIA THE DMRS DURING LOSS OF SDS EVENT REPORTING CAPABILITY

In the event of the loss of SDS event reporting capability, your command should transmit personnel transactions via the DMRS as follows:

- When the loss of SDS or SDS increment 3 reporting capability is expected to be 14 days or less,

transactions should be held and consolidated in one transmission when capability is restored.

- When the loss of SDS or SDS increment 3 reporting capability is expected to be for more than 14 days, the activity should transmit personnel transactions via the DMRS per guidelines set forth in the DMRSMAN.

Additional information is contained in section 1 of the DMRSMAN. You should be aware that SDS increment 3 will be distributed in different phases. By the time this TRAMAN is published, it is possible that you will be working with phase A or phase B.

DIARY MESSAGE PREPARATION

Whenever you are tasked with preparing diary messages, always refer to the DMRSMAN for official

guidance. The information in the following paragraphs is intended to give you only a brief overview of diary message preparation. As you read this section, refer to the sample message diary in figure 7-14. Remember, the information in this TRAMAN is only an introduction to diary message preparation.

As a PN, you must be aware of message diary format requirements. Let's take a brief look at some of these requirements, starting with the message diary address and subject lines.

ADDRESS

The following unique plain language address (PLA) has been assigned for the DMRS:

EPMAC DIARY NEW ORLEANS LA//31//

```
ADMIN
USS DEPLOY
EPMAC DIARY NEW ORLEANS LA//31//

UNCLAS //W01080//
MSGID/GENADMIN/USS DEPLOY//
SUBJ/MESSAGE DIARY FOR UIC 00001//

RMKS/
SEQ,21,00001/ ← SEQ TAC MUST BE ENTERED
                  ON THE LINE IMMEDIATELY
                  FOLLOWING THE RMKS LINE.
345,234567890,WHITE BILL L,PN2,B32,930131,00001/
200,345678901,JONES JERRY,PM1,100,9301,B30,12345,930131,00001/
630,134567892,HAMILTON JAC,PNC,930227,12345,930131,00001/
RM1,213456789,CORY JAMES T,CMG1,11,4,930131,00001/
RM2,213456789,CORY JAMES T,CMC1,30,33,03,JRE,R1,00001/
HALL,MPT,Y,930201,00001/
SAOS,123456789,MADISON JACK,DX2,2,1,930201,00001/
AVAL,123456789,JONES,CMGSM,0000,YE,070,930131,00001/
REN1,123456789,JONES,6 MOS LIMDU TO PRECLUDE STANDING GREATER/
REN2,123456789,JONES,TEAM 30 MIN NO PHY ACT AUTH/
SHOP,123456789,JONES,1,FNO,FLI,FOA,GDTY,GDTY,GDTY,00001/
DEPN,123456789,JONES,M,FNO,010000,00001/
Q8,432156789,JONES JOHN P,LT,100,00200,01234,930131,00001/
M1,432156789,JONES JOHN P,LT,C10,9301,930131,00001/
RS1,456789123,BROWN,Y,4,M,Y,M,MA,M,MA,M,930131,00001/
RS2,456789123,BROWN,M,M,P05,M,M,M,MA,MA,MA,00001/
RC3,456789123,BROWN,M,MA,MA,MA,M,MA,MA,MA,Y,00001/
RS4,456789123,BROWN,9,8,9,9,8,9,9,8,A,A,A,9,00001/
RS5,456789123,BROWN,8,8,9,8,9,9,9,9,A,A,A,9,00001/
RS6,456789123,BROWN,8,8,9,8,8,8,8,9,A,A,A,9,00001/
RC7,456789123,BROWN,00001,1,RS7 TAC PROVIDES FOR REPORTING/
RS7,456789123,BROWN,00001,2,RMKS WHEN APPROPRIATE NO/
RS7,456789123,BROWN,00001,3,PUNCTUATION USED IN THIS PORTION/
RS7,456789123,BROWN,00001,4,MUST END EACH RS7 TAC WITH A SLASH/
EOM//
```

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Figure 7-14.—Sample message diary.

It must not be used for message traffic other than DMRS unless specifically authorized by EPMAC.

SUBJECT LINE

An example of the subject line that must be used in DMRS messages is as follows:

SUBMESSAGE DIARY FOR UIC 12345//

The UIC in the subject line is the UIC of the activity that has personnel accounting and pay responsibility for its own and/or other activities. You should not enter any other information in the subject line. Information that is not required will cause the message to be rejected during computer processing. As a result, the transaction will not appear in section 9 of the EDVR.

SEQUENCE TAC LINE

For proper accountability of all DMRS messages submitted to EPMAC, each DMRS message must be assigned a sequence number. The sequence number is a two-digit number that identifies the sequence number of the DMRS message being transmitted. A sequence (SEQ) TAC (first transaction in each DMRS message) will be used to identify the sequence number of each DMRS message transmitted to EPMAC as follows:

FORMAT TAC, SEQ NUMBER, PPSUIC/

SAMPLE: SEQ, 01, 12345/

The number cycle is from 01 to 99. After using sequence number 99, you should begin a new cycle starting with 01 and ending with 99. You should not begin with 01 at the beginning of a new calendar year unless sequence number 99 is the last one used.

The information you have just read is only a brief description of diary message preparation. For detailed information, refer to the DMRSMAN. The DMRSMAN will show you exactly how to type the many different types of transactions.

SUMMARY

In this chapter, you read about the EDVR and how it is distributed by EPMAC, New Orleans, Louisiana. You read about how the EDVR is organized and you learned about the type of information contained in its 12 sections. You read about the importance of making sure the EDVR is maintained accurately and how the EDVR, when maintained correctly, is used as a good management tool.

You also read about the ODCR and how it is distributed by BUPERS. In both the EDVR and the ODCR, you read about the importance of the timely submission of accurate data.

You also read about the DMRS. You learned about the importance of safeguarding information used for diary submission and why you should always use the DMRSMAN for official guidance. You read about the submission of DMRS messages and the availability of the PCDMRS. You also read about the use of TACs and what actions you should take in case of loss of SDS event reporting capability.

In this chapter, you also read a brief discussion of diary message preparation in which the proper message diary address, subject line, and components of the TAC line of a message diary were identified. Throughout this chapter, you were advised to use the DMRSMAN for official guidance on any DMRS tasks you may be assigned to perform.

